

WATERBEACH PARISH COUNCIL

Minutes of a meeting of the **Finance Committee** of Waterbeach Parish Council held on Wednesday 18 July 2016 at 7.30 pm at the Old Pavilion, Cambridge Road, Waterbeach.

16 / 7 THOSE PRESENT / APOLOGIES FOR ABSENCE

Present: Cllrs Bull, Gilzean, K. Grant, Rabbett, Smart and M. Williamson (Chair)

Apologies: Cllr P Johnson

In attendance: E Jones, Parish Clerk/RFO

16 / 8 OPEN FORUM

No members of the public were present.

16 / 9 MINUTES

The Minutes of the meeting of the Committee held on 18 May 2016 were corrected to show that the meeting had been adjourned rather than closed. The amended minutes were signed as a correct record by the Chairman.

Proposed: Cllr M Williamson Seconded: Cllr Bull

In favour: 4 Against: 1 Abstentions: 1 (not present)

- It was noted that the meeting had not been reconvened and the remaining business had been considered at the main Parish Council meeting on 27 June 2016.

16 / 10 MEMBERS' INTERESTS

No members' interests were declared in relation to any agenda item.

16 / 11 REVIEW OF ACTUAL VS BUDGET QUARTER 1

The following reports had been provided to the meeting:

Actuals vs Budget

Detailed Payments List

Detailed Receipts List

The committee examined the budget report in detail and asked the Clerk to: -

- a. Check on one or two items that might have been entered under the wrong budget headings.
- b. Confirm the wording of the insurance cover for volunteers
- c. Chase the outstanding payment from the Adult Colts football team.
- d. Produce a schedule of any categories which are over or under budget for the committee so that virements can be considered at the next meeting.

16 / 12 INTERNAL AUDIT REPORT

a. It was noted that the issues raised had been Risk Assessments and uncleared items on Bank Reconciliations.

Cllr K Grant said that new model Financial Regulations had been published in May which include a requirement to put tenders on the government "Contract Finder" website. She was surprised that the Auditor had not raised this. The Clerk pointed out that this would not come within the audit for the year ended March 2016. However it would be a good idea to review this at the next council meeting.

It was agreed that the Clerk would produce a rota for the monthly bank reconciliations to be checked by Councillors.

b. It was suggested that the Internal Auditor be asked for positive feedback on good processes that do not need changing as well as matters that needed to be corrected.

It would be helpful also if they could point out where there have been changes in rules or added responsibilities– e.g. "new for this year is".

The Council itself should also consider asking the Auditor to look at specific matters in more detail in any given year.

16 / 13 PENSIONS

Answers to the Valuation Questionnaire from LGPS were agreed. A copy of the response to be filed with these minutes.

16 / 14 RISK ASSESSMENTS

The Chair explained about the large amount of data, assessment templates and options available through the LCRS system. It is very thorough. He will produce an extract of information and circulate it to the committee members. The committee can then debate how to score risks.

The meeting was declared closed at 8.52pm

Chair

Unapproved